



2016 Community Event Support Application

Homeowner and Civic Associations

Complete and return to: City of Rockville, Events Specialist, 111 Maryland Ave., Rockville, MD, 20850.
Applications must be received at least **10 weeks** prior to event.

Organization Information

Name of Organization: _____

Contact Person: _____ Phone: (C) _____ (H) _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Event Information

Name of Event: _____

Event Location: _____ Address: _____

Date of Event: _____ Time of Event: _____ Rain Date: _____

♦ Is this event a fundraiser? ☐ Yes ☐ No If yes, who is the beneficiary? _____

♦ Do you plan to charge a fee for any of the amusements? ☐ Yes ☐ No

If yes, half of the proceeds must be donated the City of Rockville Recreation Fund

♦ Will food be served? ☐ Yes ☐ No ♦ Will alcohol be served? ☐ Yes ☐ No

♦ What is you estimated attendance? _____

OPTION 1: Community Event Stipend (Organization is responsible for supervision)

☐ Moonbounce ☐ Other _____

If you selected this option, the below equipment is unavailable.

OPTION 2: City of Rockville Equipment and Amusements (Choose up to three items)

☐ Face Painting♣ ☐ Lollipop Tree*♣ ☐ Sports Bag♣ ☐ Parachute♣

☐ Popcorn Machine* ☐ Sno Cone Machine* ☐ Button Maker*♣

☐ Litter Boxes (4) ____ ☐ Cones (10) ____ ☐ Chairs (50) ____ ☐ Tables (10) ____

(Maximum Available in parenthesis, indicate amount needed)

* Supplies for these amusements must be obtained by the sponsoring organization

♣ These items will need to be picked-up and dropped-off at City Hall

If you are requesting equipment, send a \$150.00 check/money order deposit made payable to City of Rockville.

In requesting the use of equipment from the City of Rockville, the user agrees to assume full financial liability and responsibility for any damages to or loss of objects or property belonging to the City, and for any personal injury occurring during or as a result of such use, and holds the City harmless from any loss to any person or property arising from the use of City equipment. The individual signing this application on behalf of the organization has read and understands the Community Event policy and procedures, and has the authority to bind the organization, and has agreed that the organization abide by the Community Event policy and all procedures. Please note: In the event of inclement weather or other emergency, the City reserves the right to determine the operation of outdoor equipment, which may include cancellation. **Initial here:** _____